

# **COMMUNICATIONS OFFICER'S GUIDE**

## **Maryland Wing, Civil Air Patrol**

November 1999

### **INTRODUCTION**

This guide is intended for unit communications officers and members wishing to become a communications officer. Below is a list of duties and responsibilities. This guide is downloadable from the Maryland Wing Web Page (<http://mdwg.cap.gov>).

### **DUTIES AND RESPONSIBILITIES**

- The primary responsibility of the communications officer is to advise the unit commander on communications issues. If there are questions the comms officer cannot answer, the chain of command goes from the squadron comms officer to the group comms officer (if one exists) and then the Director of Communications.
- Manage the deployment of unit radio assets. An inventory should be kept of all radios and associated equipment by type and serial number.
- Screen all applications for radio station authorization, MD Form 10 for accuracy.
- Train the unit personnel on voice procedures, rules and regulations, phonetic alphabet, mission operations, and any related topic.
- Write and maintain a communications plan. This is a document that lists unit procedures to handle different types of missions. This is a tool primarily for the benefit of the unit to organize how the unit will respond to different missions.
- Ensure that a unit roster and alert roster is maintained.
- Strive to become ACUT certified.
- Strive to become a BCUT and an ACUT instructor.
- Strive to achieve a specialty qualification as Radio Operator and Communications Unit Director.
- Check into the radio nets frequently and keep the commander advised of any pertinent traffic.
- Ensure that announcements from the E-mail distribution list are circulated throughout the unit.